

**CLASS TITLE:****ASSOCIATE DIRECTOR,  
VETERANS AFFAIRS****Class Code: 02574800****Pay Grade: 43A****EO: A****CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To be responsible for the administration and direction of the Division of Veterans Affairs, within the Department of Human Services; to also hold the title of Commandant of the Rhode Island Veterans Home.

**SUPERVISION RECEIVED:** Works under the administrative direction of the Director of the Department of Human Services; all work performed is subject to continual and occasional review for results obtained.

**SUPERVISION EXERCISED:** Plans, directs, supervises, coordinates, and reviews work of subordinates engaged in a full spectrum of duties related to the operation of the Rhode Island Veterans Home, the office of Veterans Affairs and the Rhode Island Veterans Memorial Cemetery; to insure that all programs for veterans, throughout the State of Rhode Island and Providence Plantations, within the Division, operate on a positive and ongoing basis.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for the operation of all Veterans Programs within the Division of Veterans Affairs, and that they comply with all federal, state and local laws pertaining to such programs.

To prepare and submit annual fiscal information leading to the preparation of the Divisional Budget.

To insure that all major veterans service organizations within the state remain fully informed concerning all veterans programs administered by the department; act in role of public relations between the veterans service organizations and the Department of Human Services.

To represent the department and the State of Rhode Island on the National Association of State Directors of Veterans Affairs (N.A.S.D.V.A.) and the National Association of State Veterans Homes (N.A.S.V.H.); function on any other Veterans related commissions, advisory councils, etc. as needed or as directed by the department.

To advise the Director of the Department of Human Services on all matters pertaining to and concerning veterans.

To serve on all necessary committees, commissions, task forces, etc. as directed by the Director of the Department of Human Services.

To report all activities concerning veterans, veterans program, with the Department of Human Services to the Rhode Island Advisory Council for Veterans Affairs, on a quarterly basis and as needed.

To do all related administrative work and support as needed.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the federal and state laws relating to veterans benefits and programs; a working knowledge of individual and social factors contributing to personal problems that effect the unique veterans population and their families; a working knowledge of the practice and procedure of fiscal administration and basic accounting; the ability to administrate a variety of veterans oriented programs and services; the ability to assess the needs of the division and the veterans within the state; a working knowledge of the veterans service organizations within the state and country; a working knowledge of Public Labor Union activity and the ability to work

with labor officials in mediating disputes, grievances and contracts, if applicable; and the ability to relate and interact effectively with those organizations in a positive manner.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from an accredited College or University with a minimum of a Bachelor's Degree (Masters Preferred) in a Health and Human Services related field with the necessary background in Business Administration, Health Care Administration and/or Public Administration; and

Experience: Such as may have been gained through: considerable administrative experience within a large private or similar public enterprise preferably concerned with veterans and their issues (Health Care background preferred).

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENT: As a condition of appointment, must be an honorably discharged war veteran of any war in which the United States has been engaged; Must possess a valid Rhode Island Nursing Home License and must maintain such license as a condition of employment.

Class Revised: August 3, 1997

Editorial Review: 3/15/03